



**Tilney All Saints Parish Council**  
**Minutes of the Parish Council Meeting**  
**Held on Thursday 9<sup>th</sup> May 2024 at 7pm**  
**In the Village Hall**

**ATTENDANCE**

Andy Laughton (Chair)	Parish Councillor	Present
Chris Barley	Parish Councillor	Present
Philip Mole	Parish Councillor	Absent – Apology received
Brian Giles	Parish Councillor	Present
Val Grange	Parish Councillor	Present
Peter Hodgson	Parish Councillor	Present
Paul Jessop	Parish Councillor	Absent – Apology received
Lisa Delbecque	Parish Clerk	Present
Janet Fuller	Responsible Finance Officer (RFO)	Absent – Apology received

Also present: County Councillor Julian Kirk

One member of the public was present. Member of the public left at the end of Item 5.

<b>1.</b>	<b>Election of Chairman and Completion of Declaration of Acceptance of Office</b> It was proposed by Cllr. Grange Seconded by Cllr Barley and unanimously <b>RESOLVED</b> to elect Cllr Laughton as Chair of the Parish Council.
<b>2.</b>	<b>Election of Vice Chairman and Completion of Declaration of Acceptance of Office</b> No election undertaken. It was decided to put this as an agenda item in June 2024.
<b>3.</b>	<b>Apologies for Absence</b> <i>To receive and consider Councillor’s apologies for absence.</i> Apologies for absence had been received from RFO Janet Fuller, Cllr P Mole, and Cllr. P. Jessop. Apologies for absence accepted. Apology also received from Steven Bearshaw
<b>4.</b>	<b>Declarations of Interest and Dispensations</b> <i>To Receive Declarations of Interest from Councillors in Items on the Agenda:</i> No declarations of interest or requests for dispensations received.
<b>5.</b>	<b>Public Participation Session</b> One Present Member of the public spoke to bring as issue to the council’s attention with drainage and with a public footpath close to their property. It was reported this has been going on for some time despite the effort they had put in to resolve the drainage issue. Cllr Laughton and the Clerk have agreed to meet with the member of the public on the 16 <sup>th</sup> of May 2024 at 11:30am to see the issue first hand and see

	<p>what assistance we can offer. Cllr Kirk advised the member of the public to write an email to all agencies involved outlining what has happened with an aim to arrange a multi-agency site visit to get a resolution to the issue.</p>
<b>6.</b>	<p><b>Minutes</b>  <i>To approve the minutes of the meeting held on 11<sup>th</sup> April 2024.</i>  Councillors unanimously RESOLVED to approve the minutes of the Parish Council meeting held on 11<sup>th</sup> April 2024 as a true and accurate record.  Approved minutes signed by Cllr Laughton.</p>
<b>7.</b>	<p><b>Review of Internal Audit Report</b>  Copy of the Internal Auditor’s Report had been issued to all councillors prior to the meeting. No actions or issues had been raised by the internal auditor. No queries were raised by councillors.</p> <p>7.1 It was unanimously resolved to approve the Annual Governance Statement</p> <p>7.2 It was unanimously resolved to approve the Accounting Statements for 2023/2024 and completion of the Annual Return.</p> <p>7.3 It was unanimously resolved to approve Annual Governance Accountability Return 2023/2024 form. This was signed by the Chair Cllr. Laughton and the Clerk.</p>
<b>8</b>	<p><b>Finances</b>  <i>To approve payments to be made.</i>  Payments List had been circulated prior to the meeting.  Councillors unanimously RESOLVED to approve payments as per the Payments List.  Payments List signed by Cllr Laughton.  Payments over £100 – Npower £130.94, Viking (Stationary) £142.73, HHA Grounds Maintenance Limited £1158.</p> <p>8.1 <i>To receive update on financial position.</i>  Copy of the monthly receipts and payments summary had been issued to all councillors prior to the meeting. No questions raised.</p> <p>8.2 <i>Agree bank reconciliation as of 30<sup>th</sup> April 2024.</i>  Copy of the bank reconciliation as of the 30<sup>th</sup> of April 2024 had been issued to all councillors prior to the meeting. Bank reconciliations for 30<sup>th</sup> April 2024 had been agreed by Cllr. Giles.</p> <p>8.3 To approve payment of additional hours worked by the Parish Clerk. Breakdown of additional hours worked had been provided to the Cllr’s.  It was proposed by Cllr. Barley and seconded by Cllr. Grange and was unanimously RESOLVED to approve payment of seventeen and half additional hours to the Clerk.  <b>ACTION: RFO</b></p> <p>8.4 The updated financial regulations were circulated prior to the meeting. Cllr Barley pointed out a grammatical error which the clerk agreed to correct. It was proposed by Cllr Barley and seconded by Cllr. Grange and unanimously RESOLVED to approve the financial regulations without any other amendments.</p> <p>8.5 The standing orders were circulated prior to the meeting. It was proposed by Cllr Laughton and seconded by Cllr Grange and unanimously RESOLVED to approve the Standing Orders without any amendments.</p> <p>8.6 It was confirmed Bank Account Signatories and online banking access would not change.</p>

8.7	Annual review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 was undertaken. It was proposed by Cllr Laughton and seconded by Cllr. Grange and unanimously RESOLVED to approve the council's expenditure under s.137 of the Local Government Act 1972.
8.8	It was discussed to renew the resolution to pay drainage rates & dog bins by direct debit. It was proposed by Cllr Hodgson and seconded by Cllr. Laughton and unanimously RESOLVED to approve the resolution.
8.9	Renew resolution to pay salaries via bankers standing order. It was proposed by Cllr Laughton and seconded by Cllr. Barley and unanimously RESOLVED to approve this resolution.
9.	<p><b>Discuss Funding Request from Committee Organising Village Celebrations</b>  Item 24 Moved to Item 9 At Cllr Laughton's Request.  Cllrs discussed the planned village celebration and were keen to get behind this community event. It was Proposed by Cllr Laughton and seconded by Cllr Hodgson to provide a £200 donation towards the event and in addition it was agreed the clerk would print flyers created by the village hall committee to advertise this event. Clerk agreed to discuss funding with RFO.</p> <p style="text-align: right;"><b>ACTION: Clerk</b></p>
10.	<p><b>Reports</b>  <b>Chairman's Report - Verbal:</b></p>
10.1	<p><b><i>Community Speed Watch.</i></b>  Cllr Laughton handed out a copy to all councillors present of the Community Speed Watch return showing details of the sessions held to date including the number of vehicles reported. Cllr Laughton confirmed a total of 100 people had been reported for speeding over 45 sessions. Cllr Laughton reported the data recorded by the SAM 2 unit was better, which tended to evidence the Community Speed Watch was having an impact. Cllr Laughton reported the speed in School Road was of concern and it would be useful to have some of the future sessions here.</p>
10.2	<p><b><i>Clerk's Report:</i></b>  Clerk provided the following updates:  <b><i>Allotment Land - Dyke Clearance Work.</i></b></p>
10.3	<p>Appointed contractor has been provided their public liability insurance so work can begin. Contractor confirmed they are due to undertake work W/C 29<sup>th</sup> April 2024  <b><i>BT Box Repairs.</i></b></p>
10.4	<p>Handyman contacted to arrange for works to be completed. Handyman has not yet responded so clerk has stated she will request again when she meets with the handyman on 16<sup>th</sup> May 2024</p> <p style="text-align: right;"><b>ACTION: Clerk</b></p>
10.5	<p><b><i>CCTV Cameras – Millennium Green Carpark.</i></b>  Start date agreed with contractor 16<sup>th</sup> May. Two 4G Sim Cards to be purchased. Clerk to meet contractor on 16<sup>th</sup> May to provide Sim Cards.</p> <p style="text-align: right;"><b>ACTION: Clerk</b></p>
10.6	<p><b><i>Site Meeting with Highways – Church Road/Station Road.</i></b>  Clerk confirmed a date for a site meeting (16<sup>th</sup> May 2024 at 10am) to discuss possible new road markings/signage at the Church Road/Station Road junction.</p> <p style="text-align: right;"><b>ACTION: Clerk</b></p>

10.7	<p><b>Installation of New Noticeboard A47 Pullover Road at Eau Brink.</b> Clerk updated Cllr's on an email received from highways trying to ascertain if permission for the sign was given by highways. There seems to be some uncertainty if this related to the small noticeboard to be attached to the bus stop or a larger noticeboard. Clerk to establish what is being requested and take this forward.</p> <p style="text-align: right;"><b>ACTION: Clerk</b> <b>ACTION: Cllr Laughton</b></p> <p><b>Wheelie Bin Store – Millennium Green</b> Cllr Laughton confirmed the wheelie bin store at the Millennium Green has been inspected and can be simply repaired instead of being replaced and will action this in due course.</p> <p style="text-align: right;"><b>ACTION: Cllr Laughton</b></p> <p><b>County Councillor's Report</b> Cllr Kirk delivered his report which highlighted a change of leader at the Borough Council as Cllr Alister Beales has now been appointed. Cllr Kirk referenced issues raised in dental health and malnutrition in children being reported. Cllr Laughton advised a member of the public had requested a bigger 30 mph sign to be erected however this is unfeasible in the location mentioned and the member of the public was advised of this. Cllr Kirk confirmed he is unable to attend the site visit booked with highways to discuss road marking at the junction of church road/station road, but Cllr Kirk was keen to support this.</p>
11.	<p><b>Quarterly Review of Biodiversity Action Plan</b> Cllrs were provided a copy of the biodiversity action plan prior to the meeting. Cllr Grange spoke passionately about the hedgehog's and hotel under section: The Build Landscape. She noted as it was only 2 small accommodation units at present that the wording be changed in the plan from hotel to houses. The clerk agreed to amend.</p> <p style="text-align: right;"><b>ACTION: Clerk</b></p>
12.	<p><b>Co-option of New Parish Councillor to fill vacancy.</b> No one has yet come forward. Clerk agreed to put on June agenda in anticipation of finding a new Councillor.</p> <p style="text-align: right;"><b>ACTION: Clerk</b></p>
13.	<p><b>West Norfolk Community Cycle Storage Grant Offer 2024-25</b> Information circulated to councillors prior to the meeting. Councillors were pleased to receive the offer of a grant to fund community cycle storage of £400. It was proposed by Cllr Laughton and seconded by Cllr Barley and unanimously resolved to accept the grant. Cllr Laughton proceeded to sign the grant acceptance form. Clerk to agreed to forward grant acceptance letter.</p>
14.	<p><b>To Review and approve way forward with Lease at Glebe Estate</b> Clerk provided update in relation to the lease at Glebe estate. The Estates Team have provided a lease agreement dating back to 1962 and this was sent to councillors prior to the meeting. Cllr. Barley agreed to look at the lease agreement</p>

	<p>and correspondence from the estates team and report back with findings to allow Cllr's to make an informed decision on the best way to proceed.</p> <p style="text-align: right;"><b>ACTION: Cllr Barley</b> <b>ACTION: Clerk</b></p>
<b>15.</b>	<p><b>To Consider Request to Change Date/Time of July 2024 Meeting</b> Cllrs received a request to change the time of the planned meeting in July. It was agreed to move the meeting back to 8:30pm but to keep the date the same for the meeting in July.</p>
<b>16.</b>	<p><b>Discuss Options to Create Pathway from Millennium Green Pedestrian Entrance to Lily's Play Area Entrance.</b> Cllr's discussed putting paving slabs in to reduce mud being taken into the playground. It was agreed to arrange for the handyman to quote for this to be installed as a starting point.</p> <p style="text-align: right;"><b>ACTION: Clerk</b></p>
<b>17.</b>	<p><b>To Discuss Options to Purchase a Second Swing Seat for Glebe Estate Playground.</b> Cllr Laughton expressed it would be of benefit to replace the remaining swing seat at the Glebe Estate. This previously cost £122.40. It was agreed to be undertaken as it was previously, collected and installed by Cllr's. This was proposed By Cllr Laughton and seconded by Cllr Giles.</p> <p style="text-align: right;"><b>ACTION: Cllr Laughton</b> <b>ACTION: Cllr Giles</b></p>
<b>18.</b>	<p><b>To Discuss and Agree Way Forward with Fencing at New Entrance to Millenium Green.</b> Clerk circulated a report to Cllr's prior to the meeting. This highlighted the issues with the current situation as gave information from the recent site visit. It was agreed the clerk would get 3 quotes for the fence to installed and report back to Cllr's once these had been received.</p> <p style="text-align: right;"><b>ACTION: Clerk</b></p>
<b>19.</b>	<p><b>Play Area and Goal Post Inspections</b> Cllr Grange circulated reports to clerk and Cllr's prior to the meeting. No issues raised. Cllr Grange informed councillors she had done some weeding in the flower bed and was thanked for her contribution.</p>
<b>20.</b>	<p><b>Annual Review of Data Protection Policy (GDPR)</b> The Data Protection Policy was circulated prior to the meeting. It was proposed by Cllr Grange and seconded by Cllr Giles and unanimously RESOLVED to approve the Data Protection policy without any amendments.</p>
<b>21.</b>	<p><b>Annual Review of Document Retention &amp; Disposal Policy</b> The Document Retention &amp; Disposal Policy was circulated prior to the meeting. It was proposed by Cllr Barley and seconded by Cllr Giles and unanimously RESOLVED to approve the Document &amp; Disposal Policy without any amendments.</p>
<b>22.</b>	<p><b>Review of Social Media &amp; Electronic Communications Policy</b> The Social Media &amp; Electronic Communications Policy were circulated prior to the meeting. It was proposed by Cllr Barley and seconded by Cllr Grange and unanimously RESOLVED to approve the Social Media &amp; Electronic Communications Policy without any amendments.</p>

23.	<p><b>To Agree Parish Council Insurance Policy Provider with effect from 1st June 2024</b></p> <p>The Parish Council Insurance Renewal Documents were circulated prior to the meeting. The clerk confirmed a change to cover had been made to include CCTV to reflect the new CCTV being installed shortly. It was noted by Cllr Laughton it was more cost effective to pay for the policy in full and not monthly.</p> <p>It was proposed by Cllr Laughton and seconded by Cllr Barley and unanimously RESOLVED to accept the Parish Council Insurance Policy without any amendments.</p>
24.	<p><b>Annual Review of Councillor Responsibilities</b></p> <p>Cllrs discussed the following and individually committed to the undertaking of the following responsibilities.</p> <p>Monthly Bank Reconciliation Checks – Cllr Giles</p> <p>Monthly invoice checks – Cllr Giles</p> <p>Regular Play Equipment Checks – Cllr Grange</p> <p>Regular Goal Post Checks – Cllr Grange</p> <p>Annual Insurance Fidelity Check – Cllr Laughton</p> <p>Representative to Norfolk Association of Local Councils – Clerk/ Cllr Laughton</p> <p>Representative to the Village Hall Committee – Cllr Grange</p> <p>Emptying of the rubbish bins at the Millennium Green, Glebe Estate and Bus Shelter – Cllr Grange/ Cllr Laughton</p>
25.	<p><b>Correspondence:</b> To discuss any matters arising from the Correspondence Lists. Copies of the Correspondence Lists had been issued to all Councillors prior to the meeting.</p> <p>No questions were raised.</p>

Next Parish Council meeting would be the meeting to be held on Thursday 13<sup>th</sup> June 2024 at 7pm in the Village Hall.  
Meeting closed at 9.30pm  
Total number of pages 6.